

Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, California 94105
(415) 749-5073

APPROVED MINUTES

Administration Committee Meeting
Wednesday, April 20, 2022

This meeting was conducted under procedures authorized by Assembly Bill 361 (Rivas 2021), allowing remote meetings. Members of the Board of Directors participated both by teleconference (via Zoom) and in person.

1. CALL TO ORDER – ROLL CALL

Administration Committee (Committee) Chairperson Karen Mitchoff called the meeting to order at 12:54 p.m.

Present: Committee Chairperson Karen Mitchoff; Committee Vice Chairperson John Bauters; and Directors Margaret Abe-Koga (ZOOM), John Gioia (ZOOM), David Hudson, Tyrone Jue, Katie Rice, Mark Ross (ZOOM).

Absent: Directors Carole Groom and Brad Wagenknecht.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC MEETING PROCEDURE

CONSENT CALENDAR (ITEMS 4 – 5)

4. APPROVAL OF THE MINUTES OF MARCH 16, 2022

Public Comments

No requests received.

Committee Comments

None.

Committee Action

Director Hudson made a motion, seconded by Director Jue, to approve the Minutes of March 16, 2022; and the motion carried by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Gioia, Hudson, Jue, Mitchoff, Rice, Ross.
NOES: None.
ABSTAIN: None.
ABSENT: Groom, Wagenknecht.

5. HEARING BOARD QUARTERLY REPORT: JANUARY 2022 – MARCH 2022

Public Comments

No requests received.

Committee Comments

None.

Committee Action

None; receive and file.

PRESENTATIONS

6. RENEWAL OF CONTRACT FOR SPARE THE AIR ADVERTISING AND MESSAGING CAMPAIGNS (ITEM 8)

Kristina Chu, Communications Manager, gave the staff presentation *Renewal of Contract for Spare the Air Advertising and Messaging Campaigns*, including: outcome; outline; requested action; Spare the Air Request for Proposal (RFP) background; proposals received; RFP evaluation criteria; firm evaluation scores; contractor team; and feedback requested/prompt.

Public Comments

No requests received.

Committee Comments

The Committee members discussed concerns about a lack of depth in the Spare the Air public surveys, the request for increased funding for this in the future; and the request for data that shows the demographics of those that the Spare the Air programs are reaching.

Committee Action

Director Hudson made a motion, seconded by Director Jue, to recommend the Board **authorize** the Interim Executive Officer/APCO to amend the existing contract with Allison + Partners (A+P) for the Fiscal Year Ending 2023 Spare the Air Campaigns' Advertising, Communications & Evaluation Services in an amount not to exceed \$1,950,000 for the second year of a three-year contract; and the motion **carried** by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Gioia, Hudson, Jue, Mitchoff, Rice, Ross.
NOES: None.
ABSTAIN: None.
ABSENT: Groom, Wagenknecht.

7. AIR DISTRICT BOARD COMPOSITION DISCUSSION (ITEM 9)

Alan Abbs, Legislative Officer, gave the staff presentation *Air District Board Composition Discussion*, including: outcome; outline; requested action; county representation; selection process; and other air districts.

Public Comments

Public comments were given by Jed Holtzman, San Francisco resident; Dr. Stephen Rosenblum, Palo Alto resident; Lonnie Mason, First Generation. Environmental Health & Economic Development; and LaDonna Williams, All Positives Possible.

Committee Comments

The Board and staff discussed whether input on this issue should be provided to the Board by the Air District's Community Advisory Council (CAC) and/or the agencies who appoint new members to the Air District's Board; varying opinions on increasing, reducing, or leaving alone the Board's current number of members, and which types of positions to add; how long the AC has existed, whether the Air District should wait to engage with the CAC about this issue, issues/items the CAC has considered thus far, and its future activities; and the fact that other entities (outside of the Air District) have the capability of sponsoring bills that would affect the Board's composition; next steps.

Committee Action

Although this was not originally an action item, Vice Chair Bauters made a motion, seconded by Director Hudson, to recommend the Board executes the following:

1. Commits to having this discussion;
2. Asks the Air District's Community Advisory Council whether it wishes to provide input on the matter;
3. Publicly outlines the Board's discussion of this matter; and
4. Reports back to the Committee by October 2022 so that the Board may consider a recommendation by Nov 2022.

The motion **carried** by the following vote of the Committee:

AYES: Abe-Koga, Bauters, Gioia, Hudson, Jue, Mitchoff, Rice.
NOES: None.
ABSTAIN: None.
ABSENT: Groom, Ross, Wagenknecht.

**8. MANAGEMENT AUDIT FISCAL YEAR ENDING (FYE) 2022 STAFFING UPDATE
(OUT OF ORDER, ITEM 6)**

John Chiladakis, Director of Information Services, introduced George Skiles of Sjoborg Evashenk, the contractor hired by the Air District to conduct the management audit. Mr. Skiles gave the presentation *Performance Audit of District-Wide Human Resources Management*, including: project objective; and project approach.

Public Comments

No requests received.

Committee Comments

The Committee and staff discussed when this item will be brought to the Board.

Committee Action

Although this was not an action item, the consensus of the Committee members present was to request that this item be agendaized at the May 4, 2022 Board meeting, and to recommend that staff moves forward with Task Order No. 2.

9. BAY AREA REGIONAL COLLABORATIVE UPDATE (ITEM 7)

Chair Mitchoff announced that this presentation would be continued until the Committee's next meeting.

OTHER BUSINESS

10. PUBLIC COMMENT ON NON-AGENDA MATTERS

Public comments were given by Lonnie Mason, First Generation. Environmental Health & Economic Development.

11. COMMITTEE MEMBER COMMENTS

None.

12. TIME AND PLACE OF NEXT MEETING

Wednesday, May 18, 2022, at 10:00 a.m., via webcast, teleconference, or Zoom, pursuant to procedures in accordance with Assembly Bill 361 (Rivas 2021).

13. ADJOURNMENT

The meeting adjourned at 2:06 p.m.

/s/ Marcy Hiratzka
Marcy Hiratzka
Clerk of the Boards